## Historic, archived document

Do not assume content reflects current scientific knowledge, policies, or practices.



UNITED STATES DEPARTMENT OF AGRICULTURE

WASHINGTON

PUBLICATIONS

PRESS SERVICE

LTURE - IVEE

APR 9. 19
U. S. Demo RADIO SERVICE

April 17, 1930.

## OFFICE OF INFORMATION MEMORANDUM #6

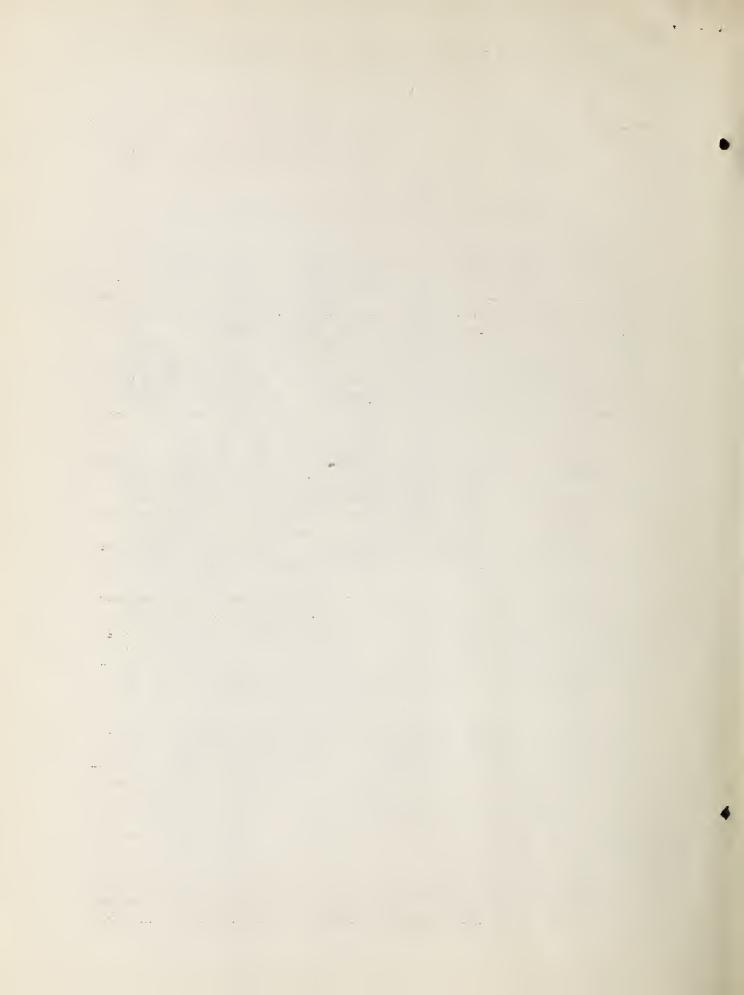
I would like to have your cooperation in making an early beginning on the preparation of the next Yearbook of Agriculture. The last volume, dated 1930, is now off the press. Work on the next book should be started at once. The plan followed in the last three volumes, which are featured by short nontechnical articles, has proved popular and has been endorsed in the department. It will, therefore, be continued. The 1930 book sets a high standard, both in the variety and interest of its subject matter and in readability. The Office of Information keenly appreciates the interest taken in the Yearbook by its contributors and is confident that interest will be maintained.

Suggestions for improvement relate only to details albeit rather important ones. Authors' corrections in the proof were extremely numerous last year. Manuscripts should be sent to the printer as rearly as possible in their final form. Changes in the proof should be restricted to the correction of errors and should not extend to matters of style. Our costs for printing the 1930 Yearbook were much increased by the authors' corrections in the galley proofs.

Another difficulty was controversy between bureaus when the galley proofs were sent around. The Yearbook plan when first adopted contemplated making authors and bureaus responsible for anticipating and settling controversial points while articles were still in the manuscript stage. This condition was better observed in the preparation of the 1927 and 1928 Yearbooks than in the preparation of the last volume.

I want to urge the extreme importance of this matter. The controversies that had to be ironed out in the galley proof stage were not serious and all might have been settled previously. Their settlement in the galley proofs costs a substantial amount. Contributors will, I am sure, understand that the Yearbook articles must represent not a personal but a departmental view. All articles of interest to more than one bureau should be submitted to the interested bureaus in manuscript.

In general, the arrangements for the new Yearbook will be similar to those made for the last. For the most part the articles should not exceed 1,500 words. Many should be from 800 to 1,200 words. In a few



exceptional cases the limit can be stretched to 2,000 words or a little over. Only a few long articles can be handled, however, because to handle more would mean sacrificing variety and comprehensiveness.

The total allotment of space for the different bureaus will be about the same. Bureaus should remain within their allotment because the amount of material that can be handled is definitely fixed by law. It may be well also to call attention to the desirability of reporting as nearly as possible "What's New in Agriculture." In the main this condition has been well observed in the last few volumes. The principle that Yearbook articles should be informative rather than didactic has been generally observed. Yearbook articles, even when very short, should of course be substantial in content and should have reference value.

All contributions should be forwarded to the Office of Information not later than September 1, 1930. Naturally it is desirable to have the bulk of the articles completed before that date. I suggest that bureaus forward articles whenever they are completed so that the editorial work in this office can be spread over a considerable period. Authors should keep in mind that the next issue of the Yearbook will be dated 1931, although it will review agricultural conditions in 1930. Such phrases as "this year," "last year," and so on should be omitted in favor of specific dates.

Last year some of the bureaus submitted their articles to this office in duplicate. This proved a great convenience. I shall appreciate it if all the bureaus will submit their articles in duplicate this year. Mr. Chew will notify each bureau as to its exact space allotment.

Very truly yours,

This Si

M. S. Eisenhower, Director. ----